COUNTY COUNCIL FRANKLIN COUNTY, INDIANA

ORDINANCE 2003-20

AN ORDINANCE TO ESTABLISH A <u>FRANKLIN COUNTY RAINY DAY FUND</u> PURSUANT TO INDIANA CODE 36-1-8.5-1.

WHEREAS, Indiana Code 36-1-8.5-1 permits an Indiana county to establish a rainy day fund to receive transfers of unused and unencumbered funds under Indiana Code 36-1-8.5; and

WHEREAS, pursuant to said statute, in any fiscal year an Indiana county may transfer up to and including ten percent (10%) of its total budget for that fiscal year to its rainy day fund; and

WHEREAS, pursuant to said statute, the Indiana Department of Local Government Finance may not reduce the actual or maximum permissible levy of an Indiana county as a result of a balance in the rainy day fund.

NOW THEREFORE BE IT ORDAINED BY THE COUNTY COUNCIL OF FRANKLIN COUNTY, INDIANA, AS FOLLOWS:

- 1. There is hereby established a <u>Franklin County Rainy Day Fund</u> to receive transfers of unused and unencumbered funds under Indiana Code 36-1-8.5.
- 2. Not more than ten percent (10%) of any fiscal year's total budget shall be transferred into the Franklin County Rainy Day Fund.
- 3. It is the intent of the Franklin County Council in creating the <u>Franklin County Rainy Day Fund</u> that such fund is used only to help defray the cost of legal and legitimate governmental services for the citizens of Franklin County, Indiana.
- 4. The <u>Franklin County Rainy Day Fund</u> shall be subject to the same appropriation process as other funds that receive tax money. In addition, The Franklin County Council shall make a finding that the proposed use of the <u>Franklin County Rainy Day Fund</u> is consistent with the intent of the fund before making an appropriation there from.

IN WITNESS WHEREOF, the County Council of Franklin County, Indiana, hereunto set their hands this, Ordinance be deemed effective this 29^{th} day of December 2003.

| AY'S | NAY'S |
|---|-------------------------|
| Donald (Butch) Williams | Donald (Butch) Williams |
| John Palmer | John Palmer |
| Martha Bergman | John Fathier |
| Martha Bergman | Martha Bergman |
| Robert Runyon | Robert Runyon |
| Hollie Sintz | |
| All Charles | Hollie Sintz |
| Set Roch | Jeff Koch |
| Kenneth Resemberger Kenneth Rosemberger | Kenneth Rosenberger |
| | Kenneth Rosenberger |

Carol L. Monroe

Franklin County Auditor

ORDINANCE NO. 2003-18

DEC 8 2003

AN ORDINANCE PROHIBITING WEAPONSDITOR FRANKLIN COUNTY IN THE FRANKLIN COUNTY COURTHOUSE AND NORTH ANNEX BUILDING

WHEREAS, it is determined that the presence of weapons of any sort shall not be permitted in the Franklin County Courthouse and North Annex Building, Brookville, Indiana:

BE IT NOW ORDAINED by the Board of Commissioners of Franklin County, Indiana:

- 1. No weapon of any sort shall be permitted inside the Franklin County Courthouse and North Annex Building, Brookville, Indiana, law enforcement officers, including retired law enforcement officers, on duty excepted.
 - 2. The term "weapon" is defined by I.C. 35-41-1-8, and shall include:
 - a. Firearms, whether loaded or unloaded.
 - b. Knives.
 - c. Any taser, artifice, or devise of any type which could be used in a manner to cause physical harm to any person.
- 3. Any person who violates this Ordinance shall be fined not more than \$1,000.00. Any weapons in violation of this Ordinance shall be confiscated and destroyed.
 - 4. This Ordinance shall take effect as provided by law.

BE IT NOW ORDAINED AND ADOPTED this day of December, 2003.

Corol I Manage

Auditor, Franklin County, Indiana

COUNTY COMMISSIONERS
OF FRANKLIN COUNTY, INDIANA

Louis & Sinks

Thomps EWilson



OCT 27 2003

ORDINANCE NO. 2003 -17 B

Auditor Franklin County

AN ORDINANCE REGULATING A STOP SIGN AT

HIGHLAND CENTER ROAD INTERSECTION WITH COUNTY LINE ROAD

WHEREAS, the Board of Commissioners of Franklin County, Indiana make the decisions when appropriate traffic signs shall be installed that will improve traffic safety and allow for the safest operation of vehicles on the Franklin County Highway system:

WHEREAS, the Highland Center Road and County Line Road Intersection is located in Sections 32 and 33, in Highland Township, Franklin County, Indiana and previously had no stop signs:

WHEREAS, the above noted intersection is located approximately one mile south of the intersection of Highland Center Road and St. Peters Road. (The intersection of Highland Center Road and St. Peters Road has regulatory multiway stop signs in place):

WHEREAS, it is determined that a STOP sign, shall be installed for South Bound Highland Center Road at the intersection of Highland Center Road and County Line Road in accordance with the Indiana Manual on Uniform Traffic Control Devices for Streets and Highways, 2000 Section 2B.4.

BE IT NOW ORDAINED by the Board of Commissioners of Franklin County, Indiana:

- That a STOP sign (R1-1) be placed to stop South Bound Highland Center Road traffic at the Highland Center Road and County Line Road Intersection.
- This Ordinance shall be effective upon passage.
- 3. A person who violates this Ordinance commits a Class C infraction.

BE IT NOW ORDAINED AND ADOPTED this 27TH day of OCTOBER 2003.

BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, INDIANA

OUIS E LINKEL

ROBERT O. BRACK

THOMAS E. WILSON

ATTEST:

CAROL L. MONROE

AUDITOR, FRANKLIN COUNTY, INDIANA

FRANKLIN COUNTY COUNCIL ORDINANCE # 2003-15

BE IT ORDAINED BY THE COUNCIL OF FRANKLIN COUNTY, INDIANA:

In accordance to IC 5-14-3-8, this ordinance fixes the charges to the public for providing copies of records available for public access in the respective office. Certain offices are permitted by statute to charge fees for copies of specified documents. Those copy fees are exempted from this ordinance. The charges permitted by this ordinance are as follows:

| OFFICE or AGENCY | COPY DEVICE | Copy Cost per Page |
|------------------|---------------------|--------------------|
| Court house | Copy | \$0.05 |
| Assessor | Mylar Copy=1/2 pg | .45 |
| Assessor | Mylar Copy=whole pg | • 75 |

Adopted This 22nd of July AYE

NAY

Oncol Williams-President

Donald (Butch) Williams-President

Jeff Koch

John Palmer

Martha Bergman

Martha Bergman

Hollie Sintz

Hollie Sintz

Robert Runyon

Kenneth Rosenberger

Kenneth Rosenberger

Kenneth Rosenberger

Kenneth Rosenberger

ATTEST: Duly Carol L. Monroe, Franklin County Auditor

ORDINANCE 2003- 13

FRANKLIN COUNTY JAIL INMATE MEDICAL CARE

WHEREAS, the Franklin County Council is empowered to create rules for collection of co-payments for the Franklin County Jail inmate medical care pursuant to IC 11-12-5-5 et seq.

NOW, BE IT ORDAINED BY THE COUNTY COUNCIL OF THE COUNTY OF FRANKLIN COUNTY, STATE OF INDIANA AS FOLLOWS:

- (a) This section does not apply to a person confined to a county jail who:
 - (1) maintains a policy of insurance from a private company covering:
 - · (A) medical care;
 - (B) dental care
 - (C) eye care; or
 - (D) any other health care related service;
 - (2) is wiling to pay for the person's own medical care; or
 - (3) is committed to the Department of Correction.
- (b) Except as provided in subsection (c), a person confined to a county jail may be required to make a co-payment in an amount not more than fifteen dollars (\$15) for each provision of any of the following services:
 - (1) medical care.
 - (2) dental care.
 - (3) eye care.
 - (4) any other health care related service.
- (c) A person confined to a county jail is not required to make the co-payment under subsection (b) if:
 - (1) The person does not have funds in the persons commissary account at the time the service is provided.
 - (2) The person does not have the funds in the person's commissary account or trust account with in thirty (30) days after the service is provided;
 - (3) The service is provided in an actual emergency;
 - (4) The service is provided as a result of an injury received in the county jail; Or
 - (5) The service is provided at the request of the sheriff or jail administrator.
- (d) The Franklin County Sheriff shall:
 - (1) Collect up to fifteen dollars from the commissary account or inmate trust account within thirty(30) days from the date the service is provided.
 - (2) Deposit these funds in a separate account and forward these funds to the Franklin County Auditor on a monthly basis.

- (3) Maintain records of all transactions and make those records available to the Franklin County Auditor upon request.
- (e) The Franklin County Auditor shall deposit all funds received into the County Medical Care for Inmates fund.

 Dated this 24th day of June, 2003.

COUNTY COUNCIL OF FRANKLIN COUNTY, INDIANA

| ""AYES" | "NAYES" |
|----------------------------|----------------------------|
| Donald L. (Butch) Williams | Donald L. (Butch Williams) |
| John Palmer | John Palmer |
| Robert Runyon | Robert Runyon |
| Iffichorh Sextoch | Jeff Koch |
| Holly Sintz | Haller Cinter |
| Tennith & Resemberson | Holly Sintz |
| Marthe Bergman | Kenneth Rosenberger |
| Martha Bergman | Martha Bergman |
| ATTEST Carol L. Monroe | |



APR 28 2003

Franklin County Ordinance # 2003-10

An Ordinance in addition to Franklin County Ordinance #2001-15 & #2001-16, which was for the purpose of adopting the provisions of I.C.6-9-18-1, et. Seq. And make effective in the County of Franklin for the purpose of imposing an innkeeper's tax.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FRANKLIN COUNTY INDIANA THAT:

SECTION 1: Definitions

As used herein, the following terms have the meaning indicated:

- a. "Executive" means the board of commissioners for a county and president of the town council for a town.
- "Fiscal body" means county council for a county and town council for a town.
- c. "Gross Retail Income" means the total gross receipts, of any kind or character, received in a retail transaction, except that part of the gross receipts attributable to:
 - (1) the value of any tangible personal property received in a like kind exchange in the retail transaction; or
 - (2) the receipt received in a retail transaction which constitute interest, finance charges, or insurance premiums or either a promissory note or an installment sales contract.
- d. "Person" includes an individual, assignee, receiver, commissioner, fiduciary, trustee, executor, administrator, institution, national bank, bank, consignee, firm, partnership, joint venture, pool, syndicate, bureau, association, cooperative association, society, club, fraternity, sorority, lodge, corporation, Indiana political subdivision engaged in private or proprietary activities, estate, trust, or any group or combination acting as a unit.

SECTION 2: Tax on Lodging Income

- (a) The county council may levy a tax on every person engaged in the business of renting or furnishing, for periods of less than thirty (30) days, any room or rooms, lodgings or accommodations in any hotel, motel boatmotel, inn or tourist cabin located in the county.
- (b) The tax does not apply to gross income received in a transaction in which a person rents a room, lodging or accommodations for a period of thirty days or more
- (c) The tax will be and may not exceed the rate of five percent (5%) on the gross retail income derived from lodging income only and is in addition to the state gross retail tax imposed under I. C. 6-2.5.

- (d) The county council may require that the tax be reported on funds approved by the county treasurer and that the tax shall be paid quarterly to the county treasurer. The tax shall be paid to the county treasurer not more than twenty (20) days after the month ending the quarter in which the tax is collected.
- (e) All of the provisions of I. C. 6-2.5 relating to rights, duties, liabilities, procedures, penalties, definitions, and administration are applicable to the imposition and administration of the tax imposed under this section except to the extent those provisions are in conflict or inconsistent with the specific provisions of this ordinance or the requirements of the county treasurer.

SECTION 3: Convention, Recreation and Visitor Promotion Fund.

- (a) If a tax is levied under Section 2 of this Ordinance, the county treasurer shall establish a convention, recreation and visitor promotion fund. He/she shall deposit in this fund all amounts he/she receives under that section.
- (b) The county auditor shall issue a warrant directing the county treasurer to transfer money from the convention, recreation and visitor promotions fund to the commission's treasurer if the commission submits a written request for the transfer.
- (c) Money in a convention, recreation and visitor promotion fund, or money transferred from such a fund under subsection (b) may be expended only to promote and encourage conventions, tradeshows, special events, recreation and visitors, or industrial development as it relates to tourism within the county.

SECTION 4: Commission for the Promotion of Convention, Recreation and Visitor Industry; Creation; Membership; Organization.

- (a) Refer to Franklin County Ordinance 2001-16
- (b) Any commission member belonging to the board or staff of an organization which seeks funding from this commission shall declare that association and excuse himself or herself from discussion and the vote on that funding request.
- (c) This commission shall assess and evaluate the activities of the designated Convention and Visitors Bureau. This commission shall recommend to the county executive the reappointment of the existing Convention and Visitors Bureau, or the designation of a new agency to serve as the Convention and Visitors Bureau by no later than the end of the third quarter of the year. Said reappointment or new designation shall take effect on the first calendar day of the new year.
- (d) A member of the commission may be removed for cause by the appointing authority.

- (e) Members of the commission may not receive a salary for their work on the commission. However, commission members are entitled to reimbursement for necessary expenses incurred in the performance of their respective duties.
- (f) The commission shall meet after January 1 each year for the purpose of organization. It shall elect one (1) of its members president, another vice president, another secretary, and another treasurer. The members elected to those offices shall perform the duties pertaining to the offices. A majority of the commission constitutes a quorum, and the concurrence of a majority of the commission is necessary to authorize any action.

SECTION 5: Powers of Commission: Expenditures

- (a) The Commission may:
- accept and use gifts, grants and contributions from any public or private source, under terms and conditions that the commission considers necessary and desirable;
- 2. sue and be sued;
- enter into contracts and agreements;
- 4. make rules necessary for the conduct of its business and the accomplishments of its purpose;
- 5. receive and approve, alter, or reject requests and proposals for funding by corporations qualifies under subdivision (6)
- 6. after its approval of a voucher in accordance with the accepted practices of the county auditor's office, transfer money, quarterly or less frequently, from the fund established under Section 3(a) of this ordinance, or from money transferred from that fund to the commission's treasurer under Section 3(b) of this ordinance, to any not-for-profit corporation to promote or encourage conventions, trade shows, recreation, visitors, special events or industrial development as it relates to tourism in the county; and
- require financial or other reports from any corporation that receives funds under this ordinance.
- (b) All expenses of the commission shall be paid from the fund established under Section 3(a) of this ordinance or from money transferred from that fund to the commission's treasurer under Section 3(b) of this Ordinance. The commission shall annually prepare a budget, taking into consideration the recommendations made by a corporation qualified under subsection (a) (6) and submit it to the county fiscal body for its review and approval. An expenditure may not be made under this ordinance unless it is in accordance with an appropriation made by the county fiscal body in the manner provided by law.

SECTION 6: Disposition of Funds; Audit

All money coming into possession of the commission shall be deposited, held, secured, invented, and paid in accordance with statutes relating to the handling of

public funds. The handling and expenditure of money coming into possession of the commission is subject to audit and supervision by the state board of accounts. SECTION 7: Unauthorized Transfer or Use of Funds; Offenses

- (a) A member of the commission who knowingly;
 - approves the transfer of money to any person or corporation not qualified under the law for the transfer; or
 - approves a transfer for a purpose not permitted by law; commits a Class D Felony
- (b) A person who receives a transfer of money under this Ordinance and knowingly uses that money for any purpose not permitted under this Ordinance commits a Class D Felony.

SECTION 8: Severence Clause

The provisions of this ordinance are declared to be severable and if any section, sentence, clause or phrase of this ordinance shall for any reason be he3ld t be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this ordinance, but they shall remain in effect, it being the legislative intent that this ordinance shall stand notwithstanding the validity of any part.

SECTION 9: Indemnification

To the extent not inconsistent with the law of the State of Indiana, every person and their heirs and personal representatives of such person who is or was a member of officer of the Commission shall be indemnified by the County Council from all liability and reasonable expenses that may be incurred by him/her in connection with or resulting from any claim, action, suit or proceeding:

- (a) If such member or officer is wholly successful with respect thereto: or
- (b) If not wholly successful, then if such member of officer is determined to have acted in good faith, in what he/she reasonably believed to be the best interests of the commission proceeding, is determined to have had no reasonable cause to believe that his/her conduct was unlawful. The termination of any claim, action, suite, or proceeding, by judgement, settlement (whether with or without court approval), conviction, plea of guilty or plea of nolo contendere (or its equivalent) shall not create a presumption that a member or officer did not meet the standards of conduct set forth in this section.

This ordinance shall be in full force and effect from and after its passage.

PASSED AND ADOPTED THIS 28th DAY OF April FRANKLIN COUNTY BOARD OF COMMISSIONERS. 2003, BY THE

LOUIS E. LINKEL

Robert O. Brack
ROBERT O. BRACK

THOMAS E. WILSON

AUDITOR FRANKLIN COUNTY

FILED

RETAIL FOOD ESTABLISHMENT AND/OR BED AND BREAKFAST ESTABLISHMENT ORDINANCE MAR 3 1 2003

ordinance no. <u>200</u>3-08

ay A MAWK Auditor Franklin County

The purpose of this ordinance is to safeguard public health and assure that food provided to consumers is safe, unadulterated, and honestly presented. It establishes definitions; sets standards for management and personnel; food operations, and equipment and facilities; and provides for Retail Food Establishment and/or Bed and Breakfast Establishment plan reviews, permits, inspections, and employee restrictions.

This ordinance defines Bed and Breakfast Establishment, Conflict of Interest, County Health Department, County Official, Hazard Analysis Critical Control Point, Health Officer, Hearing Officer, Imminent Health Hazard, Inspection Report, Operator, Order, Permit, Person, Retail Food Establishment; and Temporary Food Establishment; requires construction and/or alteration plans; requires a Permit and payment of Permit fees for the operator of Bed and Breakfast Establishment, Retail Food Establishment, and/or Temporary Food Establishment; prohibits sale adulterated, unwholesome, or misbranded food; regulates inspection of such establishments, of adulterated, unwholesome, or misbranded food; regulates inspection of such establishments, of said ordinance and the enforcement of this ordinance; provides penalties for violations provides for compliance and the enforcement of this ordinance; provides penalties for violations of said ordinance; and incorporates by reference Indiana Code (IC) 16-42-1, IC 16-42-2, IC 16-42-5, Indiana State Department of Health Rule(s) 410 Indiana Administrative Code (IAC) 7-15-410 IAC 7-20, 410 IAC 7-21-47, 410 IAC 7-22 and 410 IAC 7-23.

The County Health Department is hereby authorized to issue Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment permits, collect Permit fees and penalties, perform inspections, hold hearings, Order or otherwise compel correction of and penalties of this ordinance and is otherwise authorized to perform all actions necessary for the administration and enforcement of this ordinance.

Be it ordained by the Board of Commissioners of Franklin County, State of Indiana, that:

SECTION A: DEFINITIONS

Bed and Breakfast Establishment (as defined in 410 IAC 7-15.5) means an Operator occupied residence that:

- provides sleeping accommodations to the public for a fee;
- has no more than fourteen (14) guest rooms;
- (3) provides breakfast to its guests as part of the fee; and
- (4) provides sleeping accommodations for no more than thirty (30) consecutive days to a particular guest.

Conflict of Interest (derived from 68 IAC 9-1-1(b)(2) means a situation in which the parivate financial interest of County Official, County Official's spouse, ex-spouse, siblings, in-laws, children and/or unemancipated child, may influence the County Official's judgement in the performance of a public duty. (Note: The County Official should follow the code of ethics if a code of ethics was established for County Officials.)

County Health Department means the local health department in Franklin County or authorized representative having jurisdiction over a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment.

County Official means any Official of Franklin County, Indiana.

<u>Critical Control Point</u> means a point or procedure in a specific food system where loss of control may result in an unacceptable health risk.

<u>Critical Item</u> means a provision of this rule that, if in noncompliance, is more likely than other violations to contribute to food contamination, illness, or environmental health hazard.

<u>Critical Limit</u> means the maximum or minimum value to which a physical, biological, or chemical parameter must be controlled at a Critical Control Point to minimize the risk that the identified safety hazard may occur.

<u>Hazard Analysis Critical Control Point (HACCP) Plan</u> (as defined in 410 IAC 7-20) means a written document that delineates the formal procedure for following the Hazard Analysis Critical Control Point principles developed by the National Advisory Committee on Microbiological Criteria for Foods.

<u>Health Officer</u> means the Health Officer having jurisdiction in Franklin County or his/her duly authorized representative.

Hearing Officer means an individual or panel of individuals acting in the capacity of a Hearing Officer in proceedings. The Hearing Officer is not the Health Officer or any other employee of the County Health Department. (Examples of Hearing Officer could be the County Health Board, a subcommittee of County Health Board, a subcommittee of health professionals from the community or other non-bias third party appointed by the Health Board.)

<u>Imminent Health Hazard</u> means any circumstances or situation, which in the opinion of the Health Officer, presents a serious health risk to the public.

Inspection Report means the document prepared by the County Health Department that is completed at the time of the inspection and a copy left with the Operator.

Operator means the person who has a primary oversight responsibility for operation of the establishment through ownership, or lease or contractual agreement, and who is responsible for the storage, preparation, display, transportation or serving of food to the public.

Order (derived from IC 4-21.5-1.9) means a County Health Department action of particular applicability that determines the legal rights, duties, privileges, immunities, or other legal interests of one (1) or more specific Persons. The term includes a permit.

<u>Permit</u> means the document issued by the County Health Department that authorizes a Person to operate a Bed and Breakfast Establishment, Retail Food Establishment, and/or Temporary Food Establishment.

<u>Person</u> means an association; a corporation; an individual; partnership; or other legal entity, government, or governmental subdivision or agency.

Retail Food Establishment (as defined in 410 IAC 7-20) means (a) an operation that:

- (1) stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, such as:
 - (A) a restaurant:
 - (B) satellite or catered feeding location;
 - a catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people;
 - (D) a market;
 - (E) a grocery store;
 - (F) a convenience store;
 - (G) a vending location;
 - (H) a conveyance used to transport people;
 - (I) an institution; or
 - (J) a food bank; and
- (2) that relinquishes possession of food to a consumer directly or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
- (b) the term includes the following:
 - (1) an element of the operation, such as a transportation, vehicle or a central

- preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority.
- (2) an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location where consumption is on or off the premises, and regardless of whether there is a charge for the food.

<u>Temporary Food Establishment</u> (as defined in 410 IAC 7-20) means a Retail Food Establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration.

SECTION B: PERMITS

General: It is unlawful for a Person to operate any Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment in Franklin County, without first obtaining a valid Permit from the Health Officer. The valid Permit must be posted in a conspicuous location in the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment.

Only persons who comply with the applicable requirements of 410 IAC 7-15.5 and/or 410 IAC 7-20 will be entitled to obtain and keep a Permit.

A separate Permit shall be required for each Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment operated or to be operated by any Person.

A Permit issued under this ordinance is NOT TRANSFERABLE.

A Bed and Breakfast Establishment and/or Retail Food Establishment Permitted by County Health Department shall be considered registered as required in IC 16-42-1-6.

<u>Permit Period:</u> A Permit for a Bed and Breakfast Establishment and/or Retail Food Establishment shall be issued for a term of one (1) year beginning from the date of issuance and shall be renewed annually.

A Permit for a Temporary Food Establishment shall be for the term of one continuous operation.

Permit Content: Any Permit issued by the Health Officer shall contain:

- the name and address of the Person and/or owner to whom the Permit is granted;
- (2) the location of the establishment for which the Permit is issued;
- (3) the issuance and expiration date(s); and
- (4) other such pertinent data as may be required by the County Health Officer.

<u>Change of Ownership:</u> The County Health Department may renew a Permit for an existing Bed and Breakfast Establishment and/or Retail Food Establishment or may issue a Permit to a new owner of an existing Bed and Breakfast Establishment and/or Retail Food Establishment after a properly completed application is submitted, reviewed, and approved, the fees are paid, and an inspection shows that the establishment is in compliance with this ordinance.

Responsibilities of the Operator: Upon acceptance of the Permit issued by the County Health Department, the Operator in order to retain the Permit shall:

- (1) Post the Permit in a location in the Bed and Breakfast Establishment and/or Retail Food Establishment that is conspicuous to consumers;
- (2) Comply with the provisions of this ordinance and all laws and rules adopted by reference herein and the conditions of any variances granted by the Indiana State Department of Health;
- (3) Immediately discontinue affected operations and notify the County Health Department if an Imminent Health Hazard may exist;
- (4) Allow representatives of the County Health Department access to the Bed and Breakfast Establishment and/or Retail Food Establishment at all reasonable times;
- (5) Comply with directives of the County Health Department including time frames for corrective actions specified in Inspection Reports, notices, Orders, warnings, and other directives issued by the County Health Department in regard to the Operator's Bed and Breakfast Establishment and/or Retail Food Establishment or in response to community emergencies;
- (6) Accept notices issued and served by the County Health Department; and
- (7) Be subject to the administrative, civil, injunctive, and criminal remedies authorized in law for failure to comply with this ordinance or a directive of the County Health Department.

Plans Requirements:

- (a) The owner or other authorized agent of an existing or proposed Bed and Breakfast Establishment and/or Retail Food Establishment shall submit to the County Health Department properly prepared plans and specifications for review and approval before:
 - the construction of a Bed and Breakfast Establishment and/or Retail Food Establishment;
 - (2) the conversion of an existing structure for use as a Bed and Breakfast Establishment and/or Retail Food Establishment; or

- (3) the remodeling of a Bed and Breakfast Establishment and/or Retail Food Establishment or a change of type of Bed and Breakfast Establishment and/or Retail Food Establishment or food operation if the County Health Department determines that plans and specifications are necessary to ensure compliance with this section.
- (b) The plans and specifications for a Bed and Breakfast Establishment and/or Retail Food Establishment shall include, the type of operation, type of food preparation, and foods prepared.
- (c) The plans and specifications shall be deemed satisfactory and approved by County Health Department before a Permit can be issued.
- (d) A pre-operational inspection shows that the Bed and Breakfast Establishment and/or Retail Food Establishment is built or remodeled in accordance with the approved plans and specifications and that the establishment is in compliance with this ordinance, 410 IAC 7-20 and/or 410 IAC 7-15.5.

Application: A Person desiring to operate a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment shall submit to the County Health Department a written application for a Permit on a form provided by the County Health Department.

Content of the Application: The application shall include:

- (1) The name, mailing address, telephone number, and original signature of the Person and/or Operator applying for the Permit and the name, mailing address, and location of the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment;
- (2) Information specifying whether the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment is owned by an association, corporation, individual, partnership, or other legal entity;
- (3) A statement specifying whether the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment:
 - (A) If not permanent, is mobile and/or temporary, and
 - (B) The operation includes one (1) or more of the following:
 - (1) Prepares, offers for sale, or serves potentially hazardous food:
 - (a) Only to order upon a consumer's request;

- (b) In advance in quantities based on projected consumer demand and discards food that is not sold or served at an approved frequency; or
- (c) Using time, rather than temperature, as the public health control as specified under 410 IAC 7-20;
- (d) Prepares acidified foods as defined in 410 IAC 7-21-3.
- (2) Prepares potentially hazardous food in advance using a food preparation method that involves two or more steps which may include combining potentially hazardous ingredients; cooking; cooling; reheating; hot or cold holding; freezing; or thawing.
- (3) Prepares food as specified under item (3)(B)(2) of this section for delivery to and consumption at a location off the premises of the Bed and Breakfast Establishment and/or Retail Food Establishment where it is prepared.
- (4) Prepares food as specified under item (3)(B)(2) of this section for service to a highly susceptible population, as defined in 410 IAC 7-20;
- (5) Prepares only food that is not potentially hazardous; or
- (6) Does not prepare but offers for sale only prepackaged food that is not potentially hazardous.
- (4) The name, title, address, and telephone number of the Operator directly responsible for the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment.
- (5) The name, title, address, and telephone number of the Person who functions as the immediate supervisor of the Person specified under subdivision (4) of this section such as the zone, district, or regional supervisor.
- (6) The names, titles, and addresses of:
 - (A) The Persons comprising the legal ownership as specified under subdivision (2) of this section including the owners and Operators, and
 - (B) The local resident agent if one is required based on the type of legal ownership.
- (7) A statement signed by the applicant that:
 - (A) Attests to the accuracy of the information provided in the application, and

- (B) Affirms that the applicant will:
 - (1) Comply with this ordinance, and
 - (2) Allow the County Health Department access to the Bed and Breakfast Establishment and/or Temporary Food Establishment and records as specified in 410 IAC 7-15.5 and 410 IAC 7-20.
- (8) Other information required by the County Health Department.

Qualification: To qualify for a Permit, an applicant must:

- (1) Be an owner and/or Operator of the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment;
- Comply with the requirements of this ordinance;
- (3) Agree to allow access to the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment and provide required information; and
- (4) Pay the applicable Permit fees at the time the application is submitted.

SECTION D: PERMIT FEES

It shall be unlawful for any Person to operate a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment in Franklin County, who has not paid the Permit fee required to be paid for the operation of such establishment. The fee shall be paid for a term of one (1) year from the date of issuance and shall be renewed annually.

Permit fees for the issuance of a Permit under this Ordinance to be Bed and Breakfast Establishment, a Retail Food Establishment and/or a Temporary Food Establishment shall be set by the County Health Department, as provided by the Statutes of the State of Indiana. (See IC 16-20-1-27).

A receipt for the payment of such fee shall be provided by the County Health Department if a valid Permit from the Health Officer is presented.

The payment of such fees shall be required for each Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment operated or to be operated by any Person.

Exemption to Permit Fees: An organization that is exempt from the Indiana Gross Income Tax under IC sections 6-2.1-3-20 through 6-2.1-3-22 shall be exempt from the fee requirements of this ordinance. The Health Officer shall be provided proof of an organization's tax exemption.

The payment of fees under this ordinance is not transferable or refundable.

SECTION E: INSPECTION

<u>Permanent Facility:</u> The County Health Department shall inspect a Bed and Breakfast Establishment and/or Retail Food Establishment at least once every six (6) months.

<u>Temporary Facility:</u> The County Health Department shall periodically inspect throughout its Permit period a Temporary Food Establishment that prepares, sells, or serves unpackaged potentially hazardous food and may inspect Temporary Food Establishment that prepares, sells or serves unpackaged nonpotentially hazardous food that:

- (1) Has improvised rather than permanent facilities or equipment for accomplishing functions such as handwashing, food preparation and protection, food temperature control, ware washing, providing drinking water, waste retention and disposal, and insect and rodent control; or
- (2) Has untrained food employees.

Performance and Risk Based Inspections: Within the parameters specified in the above Inspection Subsection(s) of this Ordinance, the County Health Department shall prioritize, and conduct more frequent inspections based upon its assessment of a Bed and Breakfast Establishment and/or Retail Food Establishment's history of compliance with this ordinance and the Bed and Breakfast Establishment and/or Retail Food Establishment's potential as a vector of foodborne illness by evaluating:

- Past performance, for violations of 410 IAC 7-15.5, 410 IAC 7-20 and/or 410 IAC 7-22 and/or HACCP plan requirements that are critical or non-critical;
- (2) Past performance, for numerous or repeat violations of 410 IAC 7-15.5 and/or 410 IAC 7-20 and/or HACCP plan requirements that are non-critical;
- (3) Past performance, for complaints investigated and found to be valid;
- (4) The hazards associated with the particular foods that are prepared, stored, and served;
- (5) The type of operation including the methods and extent of food storage, preparation, and service;
- (6) The number of people served; and
- (7) Whether the population served is a highly susceptible population.

Access Allowed at Reasonable Times After Due Notice: After the County Health Department presents official credentials and provides notice of the purpose of and the intent to conduct an

inspection, the Operator shall allow the County Health Department to determine if the Bed and Breakfast Establishment and/or Retail Food Establishment, is in compliance with this ordinance by allowing access to the establishment, allowing inspection, and providing information and records specified in this ordinance. The County Health Department is entitled the information and records according to IC 16-42-1-13 and IC 16-42-5-23, during the Bed and Breakfast Establishment and/or Retail Establishment's hours of operation and other reasonable times.

Access is a condition of the acceptance and retention of a food establishment Permit to operate.

If access is denied, an Order issued by the appropriate authority allowing access may be obtained according to law. (See IC 16-20-1-26).

Inspection Reports: At the conclusion of the inspection, the County Health Department shall provide a copy of the completed Inspection Report and the notice to correct violations to the Operator or to the Person-in-charge, as required under IC 16-20-8-5.

Timely Correction of Critical Violations: Except as specified in the next paragraph, an Operator shall at the time of inspection correct a critical violation of 410 IAC 7-15.5, 410 IAC 7-20 and/or 410 IAC 7-22 and implement corrective actions for a HACCP plan provision that is not in

Considering the nature of the potential hazard involved and the complexity of the corrective action needed, the County Health Department may agree to or specify a longer time frame after the inspection, for the Operator to correct critical code violations or HACCP plan deviations.

After receiving notification that the Operator has corrected a critical violation or HACCP plan deviation, or at the end of the specified period of time, the County Health Department shall verify correction of the violation, document the information on an Inspection Report, and enter the

Refusal to Sign Acknowledgment: Refusal to sign an acknowledgment of receipt will not affect the Operator's obligation to correct the violations noted in the Inspection Report within the time

A refusal to sign an acknowledgment of receipt is noted in the Inspection Report and conveyed to the County Health Department historical record for the Bed and Breakfast Establishment and/or Retail Food Establishment.

The Operator is not necessarily in agreement with the findings of the County Health Department

Public Information: Except as specified in section 176 (Trade Secrets) of 410 IAC 7-20, the County Health Department shall treat the Inspector Report as a public document and shall make it available for disclosure to a Person who requests it as provided in law. (See IC 16-20-8-6).

SECTION G: COMPLIANCE AND ENFORCEMENT

Application Denial: If an application for a plan review and/or Permit to operate a Bed and Breakfast Establishment, Retail Food Establishment, and/or Temporary Food Establishment is denied, the County Health Department shall provide the applicant with a notice that includes:

- (1) The specific reasons and rule citations for the application and/or Permit denial.
- (2) The actions, if any, that the applicant must take to qualify for the application and/or Permit; and
- (3) Advisement of the applicant's right of appeal and the process and time frames for appeal that are provided in law.

<u>Permit Suspension:</u> The County Health Department may suspend a Permit to operate a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment if it determines through inspection, or examination of employee, food, records, or other means as specified in this ordinance, that an Imminent Health Hazard exists.

Ceasing Operation and Contacting the County Health Department: An Operator of a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment shall immediately discontinue operations and notify the County Health Department if an Imminent Health Hazard may exist because of an emergency such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstance that may endanger public health.

An Operator need not discontinue operations in an area of an establishment that is unaffected by the Imminent Health Hazard.

Resuming Operation: If a Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment has discontinued operations for the reasons stated above or otherwise according to law, the Operation must obtain approval from the County Health Department before resuming operations.

Enforcement Options: The following options are available to County Health Department for consideration:

- Issuance of civil penalties with fines assessed based on violation of the Retail Food Establishment and/or Bed and Breakfast Establishment requirements. (IC 16-42-5-28(g) and IC 33-6-3-1).
- (2) Conduct administrative proceeding for suspension and/or revocation of the Bed and Breakfast Establishment, Retail Food Establishment and/or Temporary Food Establishment Permit in front of a Hearing Officer.

- (3) The County Health Officer may issue an "Order to Abate" based on a condition that may transmit, generate, or promote disease. Failure on the part of the Operator to comply with the Order may result in the enforcement of the Order in the Court of jurisdiction by the initiation of an action by the county attorney or county prosecuting attorney. (IC 16-20-1-25).
- (4) If the action concerning public health is an ordinance violation, request the county attorney or county prosecuting attorney to institute a proceeding in the courts for the enforcement of the ordinance violation. (IC 34-28-5-1).
- (5) If the action concerning public health is a criminal offense, request the county attorney or county prosecuting attorney to institute a proceedings in the courts for enforcement. (IC 16-20-1-25(c)).

<u>Civil Penalties:</u> In the event of repeat offenses that do not warrant suspension or cessation the County Health Officer may impose a fine not to exceed One Thousand Dollars (\$1,000.00) for each violation per day.

SECTION H: APPEALS SECTION

- (a) Any Person(s) aggrieved by Orders issued under the Enforcement Options 1-5 of Section G above shall be entitled to a review of the final Order before a Hearing Officer by filing a written request therefore with the Health Officer (Secretary of the County Board of Health). The written request must be mailed to the County Health Officer at 483 Main Street, Brookville, Indiana 47012, and must be received within fifteen (15) days after such final Order is issued.
- (b) Upon the Health Officer receipt of such request, the Hearing Officer shall hear the matter again in an open hearing after at least five (5) days written notice of the time, place and nature thereof. The time shall be measured pursuant to the rules of court of the jurisdiction. A shorter period of time may be granted, if requested by either party and agreed upon.
- (c) The notice of the hearing shall be served upon the Person requesting the review by leaving or mailing by Certified Mail the notice to the address listed on the Permit application as the Person's mailing address or such other address, as the Person shall designate in the letter of request to the Health Officer.
- (d) At such hearing, the same rules of procedure shall apply as in the case of the hearing before the Hearing Officer.
- (e) The Hearing Officer shall make written findings of facts and shall enter its final Order or determination of this matter in writing.

SECTION I: CONFLICT OF INTEREST

No County Official shall conduct himself or herself in a manner that is or could have the appearance of a Conflict of Interest.

SECTION J: UNCONSTITUTIONALLY CLAUSE

Should any section, paragraph, sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid for any reason, the remainder of this ordinance shall not be affected thereby.

SECTION K: REPEAL AND EFFECTIVE DATE

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed, and this ordinance shall be in full force and effect thirty (30) days after its adoption and publication as provided by law.

| Passed and adopted by the Commissioners of day of | of Franklin County, State of Indiana, on this 3/5+ , 2003. |
|---|---|
| Signed: | |
| LOUIS E. LINKEL | |

ROBERT O BRACK

THOMAS E WILSON

Franklin County Board of Commissioners Brookville, Indiana

ATTEST: Cay Ch

CAROL L. MONROE
FRANKLIN COUNTY AUDITOR
BROOKVILLE, INDIANA



MAR 1 7 2003

ORDINANCE NO. 2003- 05

County of Franklin, State of Indiana

BELEORDAINED by the Board of County Commissioners for the County of Franklin, State of Indiana, pursuant to I.C. 36-7-3-12, that pursuant to a Petition to Vacate Portions of Public Ways filed with the Board of County Commissioners for the County of Franklin, State of Indiana, on the 30th day of January, 2003, on behalf of Robert A. Kreuzman and Samuel J. Kreuzman, as tenants in common, the following described portion of a platted roadway is hereby vacated, subject to the reservation by the Board of County Commissioners of Franklin County, Indiana, of a utility easement for the location of utility lines, including electric, water, telephone and sewage, and other similar usages should the need for utility lines arise.

The portion of the platted roadway hereby vacated is more particularly described as follows:

> That portion of Wissel Road located in the West one-half of the Southwest Quarter of Section thirty-five (35); Lot Number Four (4) of the South end of fractional Section 34; and All that part of Lot Number Three (3) of the North half of the South half of fractional Section 34 lying on the South side of Saltcreek, in Township Eleven (11) North, Range Eleven (11) East, in Ray Township, commencing at a point approximately one hundred (100) feet North of the residence and outbuildings of Robert A. Kreuzman and Samuel J. Kreuzman; said vacation to encompass all the part of Wissel Road extending north/northwest and terminating at the Robert A. Kreuzman and Samuel J. Kreuzman property line, being approximately 1200 feet in length.

Those portions of the roadway described are hereby vacated, subject to the reservation of easements hereinabove recited for utility lines.

This Ordinance shall be in full force and effect from and after its passage by law.

Passed by the Board of County Commissioners for the County of Franklin, State of Indiana, this 17th day of March, 2003.

> BOARD OF COUNTY COMMISSIONERS FRANKLIN COUNTY, INDIANA

Roberto. Brack Thomas & Wilson

ATTEST: Carol & Monroe.

Auditor, Franklin County,

State of Indiana

ORDINANCE 2003-07

FRANKLIN COUNTY JAIL INMATE MEDICAL CARE

WHEREAS, the Franklin County Council is empowered to create rules for collection of co-payments for the Franklin County Jail inmate medical care pursuant to IC 11-12-5-5 et seq.

NOW, BE IT ORDAINED BY THE COUNTY COUNCIL OF THE COUNTY OF FRANKLIN COUNTY, STATE OF INDIANA AS FOLLOWS:

- (a) This section does not apply to a person confined to a county jail who:
 - (1) maintains a policy of insurance from a private company covering:
 - (A) medical care;
 - (B) dental care
 - (C) eye care; or
 - (D) any other health care related service;
 - (2) is wiling to pay for the person's own medical care; or
 - (3) is committed to the Department of Correction.
- (b) Except as provided in subsection (c), a person confined to a county jail may be required to make a co-payment in an amount not more than twenty dollars (\$20) for each provision of any of the following services:
 - (1) medical care.
 - (2) dental care.
 - (3) eye care.
 - (4) any other health care related service.
- (c) A person confined to a county jail is not required to make the co-payment under subsection (b) if:
 - (1) The person does not have funds in the persons commissary account at the time the service is provided.
 - (2) The person does not have the funds in the person's commissary account or trust account with in thirty (30) days after the service is provided;
 - (3) The service is provided in an actual emergency;
 - (4) The service is provided as a result of an injury received in the county jail; Or
 - (5) The service is provided at the request of the sheriff or jail administrator.
- (d) The Franklin County Sheriff shall:
 - (1) Collect up to twenty dollars from the commissary account or inmate trust account within thirty(30) days from the date the service is provided.
 - (2) Deposit these funds in a separate account and forward these funds to the Franklin County Auditor on a monthly basis.

- (3) Maintain records of all transactions and make those records available to the Franklin County Auditor upon request.
- (e) The Franklin County Auditor shall deposit all funds received into the County Medical Care for Inmates fund.

 Dated this 25th day of March, 2003.

COUNTY COUNCIL OF FRANKLIN COUNTY, INDIANA

| Conald P. Williams | "NAYES" |
|--------------------------------|---------------------------|
| Donald L. (Butch) Williams | Donald L. (Butch)Williams |
| John Palmer | John Palmer |
| Robert Runyon Robert Runyon | Robert Runyon |
| Jeffer Choch Jest Skoch | Jeff Koch |
| Aaron Leffinewell | Aaron Leffingwell |
| Kenneth Rosenberger | Kenneth Rosenberger |
| Martha Bergman Martha Bergman | Martha Bergman |
| ATTEST: Carol L. Monroe | |

ORDINANCE NO. 2003-01 AN ORDINANCE AMENDING FOOD SERVICE ESTABLISHMENT ORDINANCE

An ordinance amending an ordinance defining food-service establishment, mobile foodservice establishment, temporary food-service establishment, food employee, utensil, health officer, and other items; requiring permits, and fees for the operation and inspection thereof; prohibiting the sale of adulterated, unwholesome, or misbranded food; regulating the inspection of food-service establishment, mobile food-service establishments, and temporary food-service establishments; providing for the enforcement of this ordinance; and fixing penalties for the violation thereof and fixing the time when the same shall take effect.

> BE IT ORDAINED by the Board of County Commissioners of Franklin County, Indiana, that:

An ordinance entitled "FOOD SERVICE ESTABLISHMENT ORDINANCE NO.1", passed, ordained and adopted by the Board of County Commissioners of Franklin County, Indiana, on August 4, 1975, and "ORDINANCE NO. 1999-21 AMENDING FOOD SERVICE ESTABLISHMENT ORDINANCE" passed, ordained and adopted by the Board of County Commissioners of Franklin County, Indiana on December 27, 1999, is hereby amended in the following:

SECTION II

PERMITS

B. PERMIT AND PERMIT FEE change to read, as follows:

Food Service Permit Fee

\$30.00

Temporary Food Permit Fee

\$15.00

SECTION

REPEAL.

All parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION

ATTEST:

EFFECTIVE DATE

This ordinance shall be in full force and effect on the day following its passage and recording as provided by law.

Passed, ordained and adopted by the Board of County Commissioners of Franklin County, Sate of Indiana, on this 2/3+day of January, 2003.

AUDITOR, FRANKLIN COUNTY, IN

Thomas E. Wilson

FRANKLIN COUNTY BO

COMMISSIONERS

ORDINANCE NO. 2003-02. AN ORDINANCE AMENDING FOOD MARKET ESTABLISHMENT ORDINANCE

An ordinance amending an ordinance defining food market, food, employee, utensil, person, health officer, and other items; requiring permits, permit fees for the operation of such establishments; prohibiting the sale of adulterated, unwholesome, or misbranded food; regulating the inspection of such establishments, providing for the enforcement of this ordinance and fixing penalties.

BE IT ORDAINED by the Board of County Commissioners of Franklin County, Indiana, that:

An ordinance entitled "FOOD MARKET ESTABLISHMENTS ORDINANCE RECORDED IN BOOK 1 PAGE 12", passed, ordained and adopted by the Board of County Commissioners of Franklin County, Indiana, on November 3, 1975, and ORDINANCE NO. 1999-22 AMENDING FOOD MARKET ESTABLISHMENT ORDINANCE RECORDED IN BOOK 36 PAGE 689" passed, ordained and adopted by the Board of County Commissioners of Franklin County, Indiana, on December 27, 1999, is hereby amended in the following:

ARTICLEII

PERMITS AND PERMIT FEES

E. PERMIT FEE change to read, as follows:

Food Market Permit Fee

\$30.00

ARTICLE

VALIDITY

All parts of ordinances in conflict with this ordinance herewith are hereby repealed.

ARTICLE

ORDINANCE IN FORCE

This ordinance shall be in full force and effect from and after its passage, approval, recording and publication as provided by law.

Passed and adopted by the Board of County Commissioners of Franklin County, State of Indiana, on this 2/3+ day of January, 2003.

ATTEST (24/21) NO MUCO

Carol L. Monroe

AUDITOR, FRANKLIN COUNTY, IN

Louis E. Linkel

Folusto . Zeach

Robert O. Brack

Thomps & Wilson

FRANKLIN COUNTY BOARD OF

COMMISSIONERS

FILED

JAN 2 1 2003

Auditor Franklin County